DEPARTMENT OF AGRICULTURE
WASHINGTON

Adlerman
Sec 239
1-28-33

JAN 28 1933

FILED
★ OCT 16 1936 W
Please Return
Secretary's File Room

FILE
P.L GLADMON

MEMORANDUM NO. 631

Amendment of the Administrative Regulations

Paragraph 484, "Authority to grant leave," of the Administrative Regulations of the Department is amended in the subparagraph relating to the Foreign Agricultural Service by the suspension during the fiscal year 1933 of the phrase "without extension on account of sickness." The change makes sick leave grantable during the current fiscal year to employees of said service under the terms of par. 509 Administrative, that is to say, "not to exceed 15 days to employees in the field service."

This amendment has no application to annual as distinguished from sick leave, and in no wise modifies par. (g) of Memorandum No. 627, "Administration of Sections 101-3 of the Economy Act," revoking authorization to grant annual leave during the fiscal year 1933.

Arthur M. Hyde

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

DEC 21 1932

Dr. W. W. Stockberger

Director of Personnel & Business Administration

Dear Dr. Stockberger:

Reference is made to your letter of September 13, 1932, enclosing a communication from Mr. C. W. Kitchen, Assistant Chief of the Bureau of Agricultural Economics, raising the question of whether there is authority to amend paragraph 484 of the administrative regulations to allow sick leave to employees of the Foreign Agricultural Service.

The Act of June 5th, 1930, 46 Stat. 497, establishing the Foreign Agricultural Service provides for the granting of thirty days leave of absence with pay to officers of the service in the discretion of the Secretary of Agriculture. Paragraph 484 of the administrative regulations provides for the granting of thirty days annual leave without extensions on account of sickness. Section 103 of the Economy Act suspends all rights conferred by law upon any employees to receive annual leave of absence with pay during the fiscal year ending June 30, 1933, such suspension having been held as not affecting so-called sick leave. Section 534, Title 5, U. S. Code, makes provision for the granting of sick leave to employees of the Department of Agriculture outside the city of Washington to the extent of fifteen days a year.

In response to your inquiry it is considered that the leave provisions of the Act establishing the Foreign Agricultural Service were suspended by the Economy Act but in view of the attitude disclosed by the Act, particularly the last two provisos to Section 215 relating to sick leave it is thought that no violence will result to the intention of Congress if the general provisions of law concerning the allowance of fifteen days sick leave to field employees of the Department is invoked to place employees of the Foreign Agricultural Service on a comparable basis. This is on the theory that since the leave provisions of the Foreign Agricultural Service law are in a way nonexistent for the time being, the general law cited is applicable. While the correctness of this conclusion is not beyond question, it has much to recommend it and seems to carry out the particular desire of Congress in relation to the employees of the United States.

You are therefore informed that in the opinion of this office

the administrative regulations may be amended to provide for the allowance of fifteen days sick leave to the employees in question to be effective until the revival of the leave provisions of the law establishing the Foreign Agricultural Service.

Very truly yours,

Tilton L. Marshall

Solicitor

the administrative regulations may be amended to provide for the allowance of fifteen days sick leave to the employees in question to be effective until the revival of the leave provisions of the law establishing the Foreign Agricultural Service.

Very truly yours,

Solicitor

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

September 9, 1932.

MEMORANDUM FOR DR. STOCKBERGER.

Dear Dr. Stockberger:

Mr. L. A. Wheeler, who is acting in charge of our Foreign Agricultural Service Division, has discussed with me several times the inequality which exists in connection with the granting of sick leave to officers of our Foreign Agricultural Service stationed abroad. Apparently a defect crept into the Foreign Service Act which was not discovered until after the act was passed. It does not seem entirely impossible, however, to correct the Department regulations to overcome this inequality. I presume the administrative regulation of the Department, so far as this matter is concerned, was passed upon by the Solicitor, but I am wondering if you would not be willing to review the question again with a view to ascertaining whether some administrative action could be taken to adjust the situation, without the necessity of asking for an amendment to the law.

I am enclosing a memorandum from Mr. L. A. Wheeler which sets forth the difficulty in more detail.

Very sincerely yours,

C. W. Kitchen

C. W. Kitchen,
Assistant Chief of Bureau.

BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

MEMORANDUM

September 8, 1932.

To: Mr. Kitchen.

Dear Mr. Kitchen:

On several occasions I have discussed with you and Mr. Olsen the question of sick leave for the representatives of the Foreign Agricultural Service. The provisions of the Economy Act relating to leave place these representatives at a still greater disadvantage as compared with the alien employees of the foreign offices and with the Department workers in the United States.

The present situation with respect to sick leave in the foreign offices is as follows: The Foreign Agricultural Service Act provided specifically for 30 days' leave for our representatives, accumulative for a period of three years. The Act was silent as to sick leave. Paragraph 484 of the Fiscal Regulations of the Department of Agriculture was amended to provide that, for officers of the Foreign Agricultural Service 30 days' annual leave may be granted without extension on account of sickness. It does not appear that the Foreign Agricultural Service Act justifies or necessitates an interpretation to this effect, particularly when it is considered that the alien employees in our foreign offices are granted 15 days' sick leave under the Departmental regulations applicable to field employees. It would appear that officers of the Foreign Agricultural Service should be accorded at least the same leave privileges as are granted to the alien employees in their offices. Under the workings of the Economy Act these officers lose the right to accumulative leave and under paragraph 484 of the Fiscal Regulations they are compelled to charge any time lost on account of sickness to the 24 days' furlough leave.

Whether or not there was originally a sound basis for amending the Department Regulations to deny our representatives additional leave on account of sickness, it seems to me that the wording of the Economy Act provides a basis for granting sick leave. Section 215 of this Act indicates that it was the intention of Congress that uniformity be achieved in the various Departments in respect to administration of sick leave. It also appears from the second proviso of this section that it was the view of Congress that officers and employees of the Foreign Services abroad should be accorded special consideration regarding leave. With respect to the matter of uniformity as between Departments, I understand that officers of the Foreign Service of the Department of Commerce receive 30 days' sick leave annually while the officers of the Foreign Service of the Department of State receive 15 days' accumulative sick leave.

In view of these circumstances it is urged that an opinion be secured from the proper Department authority as to whether a change can properly be made in the Department's regulations to allow sick leave of absence to officers of the Foreign Agricultural Service.

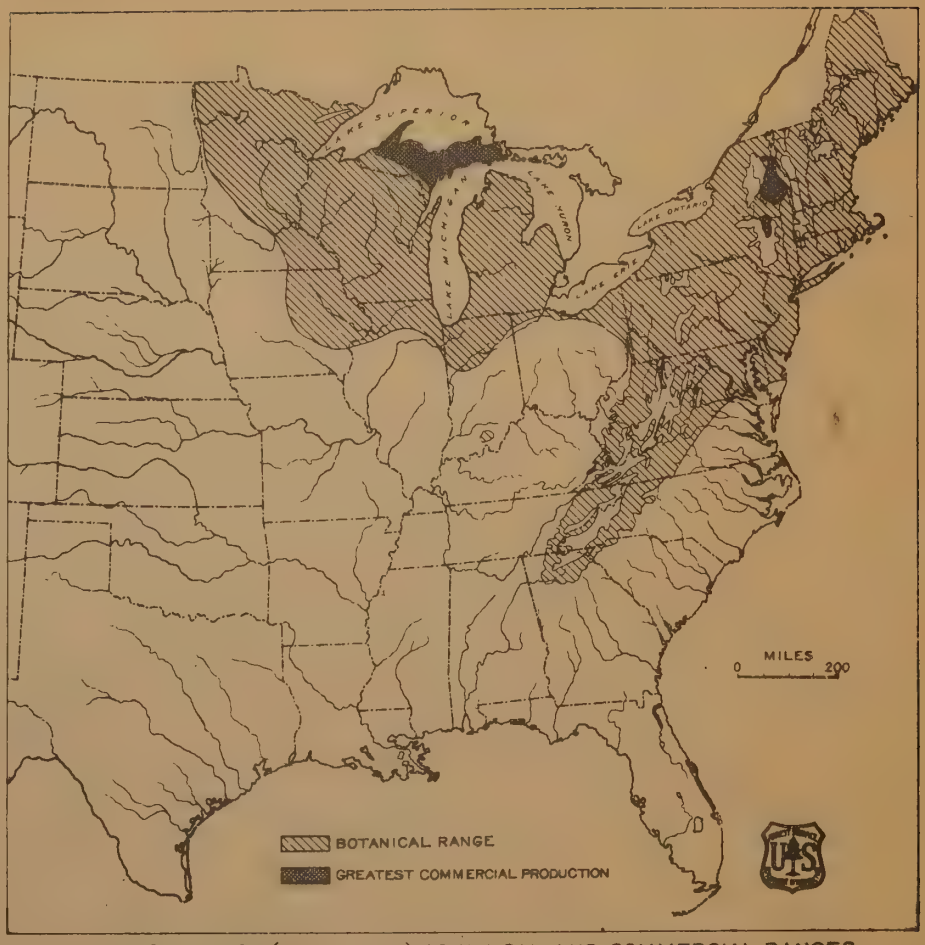
Very truly yours,

L. A. Wheeler,
Acting in Charge,
Foreign Agricultural Service Division.

Jan. 4, 1933.

Mr. Secretary:

Attached went first to [illegible]. Notice Becker's memorandum with file. As to his two points, it seems to me the phrase "suspension during the fiscal year 1933" in the draft of Secretary's memorandum leaves it open to grant sick leave retroactively if it should be thought proper to do so when a case comes up for consideration. As to the proposal to make the regulation good until the revival of the leave legislation affecting the Agricultural Foreign Service, we shall in any event have time during June next here to get out a new Secretary's order extending Memorandum 627 during fiscal year 1934 if Treasury-Post Office goes through as it is, and at that time the present memorandum could likewise be extended. I am not so sure it is a good thing to anticipate legislation.



YELLOW BIRCH (Betula lutea) BOTANICAL AND COMMERCIAL RANGES

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

January 3, 1933.

MEMORANDUM FOR MR. L. O. ROBBINS

Dear Mr. Robbins:

Re the attached, we have only one case of which I know wherein an employee of the foreign service has found it necessary to take sick leave in addition to furlough leave during the first half of the present fiscal year. It is felt that if it could be done, it would be equitable to make this amendment effective July 1, 1932 in order that the leave of this employee may be adjusted from furlough leave to sick leave covering the period of time during which he was absent on account of an operation.

I am wondering if the amendment of this paragraph as drawn, which reads "during the fiscal year 1933", would make it inoperative if the provisions of the Economy Act effecting leave should be continued for another year. In other words, would it be advisable to add the further provision "until the revival of the leave provisions of the law establishing the Foreign Agricultural Service"?

Very truly yours,

F. J. Hughes,
Business Manager.

DEPARTMENT OF AGRICULTURE
WASHINGTON

Ordered Sec #247 1-31-33 (a)

January 30, 1933.

MEMORANDUM NO. 632

Designation of Chief, Food and Drug Administration

At his own request, Mr. W. G. Campbell, Director of Regulatory Work, has been appointed Chief of the Food and Drug Administration, effective February 1, 1933.

The position of Director of Regulatory Work, the duties and responsibilities of which are set forth in Memorandum No. 449, dated September 1, 1923, and Memorandum No. 569, dated May 17, 1927, is hereby abolished.

Arthur M. Hyde

Secretary.

RECEIVED
FEB 1 1933

Mr. Haley:

This was signed by the Secretary; Dr.Stockberger has requested that this be not given out to the papers, so I presume he wants it kept rather quite.

Miss Rest

DEPARTMENT OF AGRICULTURE

WASHINGTON

Ordered See 274 3/3/33 (2)

MAR 2- 1933

MEMORANDUM NO. 633

FILED

★ OCT 16 1936

Please return

Amendment of the Administrative Regulations.

Paragraphs Nos. 509 to 520, inclusive, of the Administrative Regulations of the Department, under the heading, "Sick Leave," are amended to read as follows:

509. SICK LEAVE. - Grants to officers and employees of the department of the sick leave allowed them by law (see paragraph No. 484, Administrative) shall conform to the following standard sick leave regulations prescribed by the President in Executive Order No. 6021, dated February 9, 1933, and effective on and from that date:

(1) Sick leave with pay may be granted to civilian officers and employees by the executive departments and independent establishments of the Government, within the limits now authorized by law, when in meritorious cases such officers and employees are incapacitated from the performance of their duties by sickness or injury; or when some member of the immediate family is afflicted with a contagious disease and requires the care and attendance of such officer or employee, or when, through exposure to contagious disease, presence at his post of duty would jeopardize the health of others.

(2) The entire amount of sick leave authorized by law may be granted at one time or fractionally. The minimum charge for sick leave shall be one-half day. The period of sick leave that may be granted in any one leave year shall not exceed 30 days, unless a longer period is specifically conferred by law.

(3) Slight illness or indisposition, or absence for the purpose of medical examination, will not be regarded as sufficient reason for the allowance of sick leave. Absence for the purpose of being treated professionally by a dentist or oculist in his office is not allowable as sick leave, but this is not intended to disallow sick leave for detention at home or hospital by illness or disability due to causes as to which a dentist or oculist is qualified to certify.

(4) Unless otherwise prescribed by law, sick leave expires at the end of the leave year and is not cumulative and may not be granted at the beginning of the leave year immediately following a period of absence in a nonpay status in the preceding leave year unless and until there has been a return to actual duty in the new leave year.

(5) Sundays and holidays within a period of sick leave will be charged as sick leave except when immediately preceding or following a period of sick leave if the officer or employee was in a pay status immediately prior to or following such Sundays or holidays.

(6) Notification of absence on account of sickness shall be given as soon as possible on the first day of absence. Application for sick leave must be filed within two days after return to duty.

(7) The application for sick leave for periods in excess of two days must be supported by the certificate of a registered practicing physician or other practitioner, except that in remote localities where such certificate can not reasonably be obtained, the applicant's signed statement as to the sickness and the reasons why a certificate is not furnished may be accepted. For periods of two days or less, up to an accumulation of 12 days in any one leave year, the applicant's signed statement on the required form may be accepted.

Paragraphs Nos. 510 to 520, inclusive, are revoked.

Charles McReynolds

Secretary.

509-520

Executive Order

Sick Leave Regulations

In pursuance of the provisions of section 215 of Part II, Title II, of the act entitled "AN ACT Making appropriations for the Legislative Branch of the Government for the fiscal year ending June 30, 1933, and for other purposes," approved June 30, 1932, which reads as follows:

"Sec. 215. Hereafter no civilian officer or employee of the Government who receives annual leave with pay shall be granted annual leave of absence with pay in excess of fifteen days in any one year, excluding Sundays and legal holidays: *Provided*, That the part unused in any year may be cumulative for any succeeding year: *Provided further*, That nothing herein shall apply to civilian officers and employees of the Panama Canal located on the Isthmus and who are American citizens or to officers and employees of the Foreign Services of the United States holding official station outside the continental United States: *Provided further*, That nothing herein shall be construed as affecting the period during which pay may be allowed under existing laws for so-called sick leave of absence: *Provided further*, That the so-called sick leave of absence, within the limits now authorized by law, shall be administered under such regulations as the President may prescribe so as to obtain, so far as practicable, uniformity in the various executive departments and independent establishments of the Government."

the following regulations are hereby prescribed:

(1) Sick leave with pay may be granted to civilian officers and employees by the executive departments and independent establishments of the Government, within the limits now authorized by law, when in meritorious cases such officers and employees are incapacitated from the performance of their duties by sickness or injury; or when some member of the immediate family is afflicted with a contagious disease and requires the care and attendance of such officer or employee, or when, through exposure to contagious disease, presence at his post of duty would jeopardize the health of others.

(2) The entire amount of sick leave authorized by law may be granted at one time or fractionally. The minimum charge for sick leave shall be one-half day. The period of sick leave that may be granted in any one leave year shall not exceed 30 days, unless a longer period is specifically conferred by law.

(3) Slight illness or indisposition, or absence for the purpose of medical examination, will not be regarded as sufficient reason for the allowance of sick leave. Absence for the purpose of being treated professionally by a dentist or oculist in his office is

not allowable as sick leave, but this is not intended to disallow sick leave for detention at home or hospital by illness or disability due to causes as to which a dentist or oculist is qualified to certify.

(4) Unless otherwise prescribed by law, sick leave expires at the end of the leave year and is not cumulative and may not be granted at the beginning of the leave year immediately following a period of absence in a nonpay status in the preceding leave year unless and until there has been a return to actual duty in the new leave year.

(5) Sundays and holidays within a period of sick leave will be charged as sick leave except when immediately preceding or following a period of sick leave if the officer or employee was in a pay status immediately prior to or following such Sundays or holidays.

(6) Notification of absence on account of sickness shall be given as soon as possible on the first day of absence. Application for sick leave must be filed within two days after return to duty.

(7) The application for sick leave for periods in excess of two days must be supported by the certificate of a registered practicing physician or other practitioner, except that in remote localities where such certificate can not reasonably be obtained, the applicant's signed statement as to the sickness and the reasons why a certificate is not furnished may be accepted. For periods of two days or less, up to an accumulation of 12 days in any one leave year, the applicant's signed statement on the required form may be accepted.

The heads of the departments and establishments are responsible for seeing that the granting of the so-called sick leave, within the limits authorized by law, is made only in those cases where the absence is due to causes for which the so-called sick leave is provided.

These regulations shall not be construed as affecting the sick leave of employees in the Postal Service, officers and employees of the Panama Canal located on the Isthmus, the officers and employees of the Foreign Services of the United States holding official station outside the continental United States, or as modifying Executive Order No. 5396, dated July 17, 1930, relating to special leaves of absence to be given disabled veterans in need of medical treatment.

HERBERT HOOVER

THE WHITE HOUSE,

February 9, 1933.

[No. 6021]

U. S. GOVERNMENT PRINTING OFFICE: 1933

57/1-

Dr Wunsch;

A point to be particularly considered in regard to [illegible] is whether, on the ground of [illegible] Switzerland with the Swiss Civil Code, there should be [illegible] par 486, [illegible] par 487 [illegible] days a month, and in par 487, denying such leave [illegible] Personally, I do not think changes needed.

AR

Pls leave this sheet in the file - would like to [illegible] to consider above point, also

FILE
★ OCT 16 19[illegible]
Please return to the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

Ordered Sup 4/26/33 Sept 354 (R)

APR 26 1933

MEMORANDUM NO. 634

Amendment of the Administrative Regulations.

Par. 484, "Authority to grant leave," of the Administrative Regulations of the Department, as amended by Memorandum No. 631 of January 28, 1933, through suspension during the fiscal year 1933 of the phrase "without extension on account of sickness" is further amended by the restoration of the suspended phrase in question, effective April 1, 1933. The subparagraph of the paragraph relating to the Foreign Agricultural Service now stands as after amendment by Memorandum No. 607 of December 26, 1930, viz:

> Officers of the Foreign Agricultural Service as defined in sec. 2(a) of the Act of June 5, 1930, Public No. 304, 71st Congress, may be granted 30 days annual leave, without extension on account of sickness, but cumulative for three years; that is to say, the maximum leave which may be taken in any one calendar year is 90 days. The rate of pay for periods of cumulative leave will be that prevailing at the time of taking.

The annual leave grantable to officers of the Foreign Agricultural Service for the remainder of the calendar year 1933 will be three-fourths of 30 days, or 22-1/2 days. Charged furlough leave up to a total of 18 days untaken on March 31, 1933, may be granted in addition to annual leave up to and including June 30, 1933.

No annual leave with pay may accumulate for officers of the Foreign Agricultural Service for the nine months period July 1, 1932, to March 31, 1933.

Employees attached to foreign stations of the Foreign Agricultural Service other than officers of that service as defined in par. 484 will be on a parity with other field employees of the Department with respect to leave, both annual and sick.

Secretary.

Hawallace

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

April 12, 1933

MEMORANDUM FOR DR. STOCKBERGER.

Dear Dr. Stockberger:

Reference is made to decision of the Comptroller General to the Secretary of War, dated November 28, 1932, and decision to the Secretary of Commerce, dated January 11, 1933, relative to the question of annual leave for employees of the foreign services of the United States under Section 215 of the original Economy Act, as amended by the new Economy Act approved March 20, 1933.

I would like to have an opinion from your office as to whether or not the officers and employees of the Foreign Agricultural Service of this Bureau are entitled to the privilege of thirty days' annual leave; also whether or not there should be any distinction between the officers of the Foreign Agricultural Service and the other employees of that service falling in the class of semi-technical assistants and clerical workers.

Under the existing regulations employees of the Foreign Agricultural Service are allowed to accumulate their annual leave over a period of three years, as provided in Paragraph 484. Your opinion is also requested as to whether or not officers of the Foreign Agricultural Service should be allowed annual leave which has accumulated prior to June 30, 1932. It is assumed from decision of the Comptroller General to the Civil Service Commission, dated April 6, 1933, in answer to question No. 7, employees of the Foreign Agricultural Service will be allowed to accumulate their unused annual leave through any number of leave years, notwithstanding the provisions of Paragraph 484 relating to annual leave for officers of the Foreign Agricultural Service. Is this assumption correct?

Information is also requested as to whether or not the granting of sick leave to officers of the Foreign Agricultural Service shall be continued in accordance with Secretary Memorandum 631, amending Paragraph 484 of the Administrative Regulations, in view of the fact that annual leave will be operative from an after April 1, 1933.

Very truly yours,

F. J. Hughes

F. J. Hughes
Business Manager

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

April 19, 1933

MEMORANDUM FOR MR. ROBBINS.

Dear Mr. Robbins:

I have your memorandum of April 14, relative to a proposed Secretary Memorandum concerning leave for our Foreign Service officers and employees.

I have made a notation in the third paragraph, which in all probability was a typographical error. I would take it to mean from the third paragraph of the proposed memorandum that while no annual leave will accumulate for officers of the foreign agricultural service for the period July 1, 1932 to March 31, 1933, they will be permitted to use annual leave which has accumulated during the period up to June 30, 1932. We feel that such a provision should be made in the Secretary Memorandum as our authority for such action.

It is assumed that notwithstanding the provision of Section 215 of the Economy Act of June 30, 1932, providing for the accumulation of annual leave indefinitely, that our foreign agricultural service officers will still be limited by the provision of Act of June 5, 1930, establishing the Foreign Agricultural Service, in which accumulation of annual leave up to a maximum of ninety days is permitted.

After the word "question" in line 5 of the first paragraph, it is suggested that the words "effective April 1, 1933" be inserted. Before the word "employees" in the first line of the last paragraph, it is suggested that the word "field" be inserted, as it is assumed that is what you intended by the further wording of the paragraph.

Very truly yours,

F. J. Hughes

F J. Hughes
Business Manager

Enclosure.

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILE
OCT 16
Please return to the Secretary's File Section

MAY 18 1933

Ordered dup 5/19/33 Order 391

FILE
L. L. GLADNEY

MEMORANDUM NO. 635

Amendment of the Administrative Regulations of the Department.

Par. 480 is amended to read as follows:

"480. LEAVE OF ABSENCE NOT A LEGAL RIGHT. - Leave of absence is a privilege, not a legal right. It should in no case be granted to the detriment or embarrassment of the service. The convenience of the employee must be subordinated to the public interest as to the time and duration of leave."

Par. 482 is revoked.

Par. 484 is amended to read as follows:

"484. AUTHORITY TO GRANT LEAVE; LEAVE WITH PAY WHICH MAY BE GRANTED. - Leave with pay may be granted by chiefs of bureau or officers within the bureau to whom the chief has delegated authority for that purpose.

With the exceptions later stated in this paragraph, annual as distinguished from sick leave, not exceeding 15 days in each calendar year, with, in addition, annual leave untaken in any preceding calendar year from and including the calendar year 1933, is grantable to employees wherever located. Annual leave with pay is exclusive of Sundays and holidays.

Sick leave with pay not exceeding 30 days per calendar year is grantable to employees with station in the District of Columbia; not exceeding 15 days is grantable to employees with station in the field. Sick leave is not cumulative from year to year. It includes Sundays and holidays. See par. 509.

tion
15 days in
the field. Stock
to year. It includes
509.

An employee may not be granted annual or sick leave at the beginning of the leave year immediately following an absence in a nonpay status in the preceding year unless and until there has been a return to duty.

Employees of the department assigned to permanent duty in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands may, in the discretion of the Secretary, without additional expense to the Government, be granted leave of absence not to exceed 30 days in any one year, which leave may, in meritorious cases, where an employee is ill, be extended, in the discretion of the Secretary, not to exceed 30 days additional in any one year: Provided, That if any employee of the agricultural experiment stations of the United States in Hawaii or Porto Rico shall elect to postpone the taking of any or all of the annual leave to which he may be entitled during any calendar year, he may, subject to the interest of the public service, in addition to any annual leave which may be properly granted him by reason of his service during the current calendar year be allowed to take at one time unused annual leave which may have accumulated within not to exceed three calendar years immediately preceding the current calendar year and be paid while taking such accumulated leave at the average rate or rates of his salary separately computed by years for each of the several elapsed calendar years.

Officers of the Foreign Agricultural Service as defined in section 2(a) of the act of June 5, 1930, Public No. 304, Seventy-first Congress, may be granted 30 days annual leave, without extensions on account of sickness, but accumulative for three years; that is to say, the maximum leave which may be taken in any one calendar year is 90 days. The rate of pay for periods of accumulative leave will be that prevailing at the time of taking.

On permanent transfer from Washington to the field or the reverse, the unused sick leave with which the employee may be credited for future granting will be that accruing in his former status. The sick leave of employees temporarily detailed from Washington to the field or vice versa will be on the basis of their permanent stations."

Par. 485 is revoked.

s.
ot no
ars of their

Par. 486 is amended to read as follows:

"486. NEW EMPLOYEES. — Permanent employees, wherever located, who have been in the service of the department for less than a year, including those reinstated, may be granted annual leave with pay at the rate of 1-1/4 days per month, and sick leave at the rate of 2-1/2 days per month for those stationed in the District of Columbia and 1-1/4 days per month for field employees, for the remainder of the current calendar year. Thereafter, the leave may be granted all at one time or fractionally.

Employees transferred from other departments, or from one bureau or office to another within the department, may be allowed the unused portion of leave which accrued in the other department or bureau upon certificates obtained from the department or bureau from which the transfer is made showing the amount of leave unused at the time of transfer."

Par. 490 is amended to read as follows:

"490. LEAVE WHICH MAY BE GRANTED ON SEPARATION FROM THE SERVICE. - On separation from the department by resignation, transfer or other termination of appointment without prejudice except retirement, employees may be granted annual leave at the rate of 1-1/4 days for each month of service since the first of the calendar year, together with accumulated leave from prior years, par. 484. Employees about to retire under the act of May 22, 1920, as amended, may be granted before retirement all annual leave both for the current year and that accumulated from prior years which might have been allowed them if they were to remain in the service.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the chief of bureau concerned, according to the circumstances in each case."

Par. 491 is amended to read as follows:

"491. SUNDAYS AND HOLIDAYS. - Sundays and holidays will in no event be charged as annual leave. They will be charged as sick leave only if within a period of sick leave, that is, if the Sunday or holiday is one of the days specifically covered by the approved application for sick leave, whether occurring at the beginning or end of the granted sick leave or otherwise.

To determine whether a Sunday or holiday immediately preceding or following a period of annual or sick leave or leave without pay will be paid for or charged as leave without pay, see par. 17 of the Fiscal Regulations of the Department."

Par. 493 is revoked.
Par. 501 is revoked.
Par. 504 is revoked.

The changes result for the most part from the reduction of annual leave from thirty to fifteen days by section 215 of the Economy Act of June 30, 1932, with indefinite accumulation of unused portions.

The revocation of par. 485 is due partly to inconsistency with the standard sick leave regulations (Memorandum No. 633) and partly to make the text and arrangement of the applications a matter of form rather than of fixed regulation, for the sake of greater flexibility.

Par. 493 is revoked because of partial inconsistency with present rulings of the Comptroller General and because its subject matter is covered by par. 19 of the fiscal regulations of the Department.

Par. 504 is revoked because redundant with respect to par. 480.

Secretary.

H A Wallace

c/c sent
Mr. Stone & Mr. Peek
B.A.E.

MAR 2 1933

Rear Admiral T. T. Craven,

Chief Coordinator.

Dear Admiral Craven:

Receipt is acknowledged of your letter of February 4, suggesting the formation of an intro-departmental statistical coordinating committee. The Department is inclined at the outset to favor the organization of such a committee, but it will be necessary to consider the matter in connection with existing channels of coordination of departmental work. This is being done at the present time, and when a final conclusion is reached we will advise you. For the present the Department of Agriculture should be recorded as favorable to the purpose of the proposal.

Sincerely yours, Secretary's File Room
(Signed)
R. M. Hudson

Acting Secretary.

Return file to
V

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

June 12, 1933.

MEMORANDUM

Mr. Nelson:

In connection with the attached file I hardly know just how to explain why this memorandum was not duplicated on both sides of the paper; the only explanation I can offer is that it must have been requested to be run this way. I try to watch every duplicating requisition that comes through this office to see that they are properly written up and to see that the requisitions show in detail exactly what should be done. I do remember in this case the memorandum was not written in the Secretary's office and it had to be sent back two or three times to the bureau where it was originally written for the correct number of copies, etc. When requisitions are received for duplicating work and if they do not show that the job should be run on both sides of the paper I mark it that way, and it is very seldom we have requests for the memo. to be run off on one side.

As stated above, the only explanation I have to offer is that some one must have requested that it be run in this manner, as I don't think I would have let it go through to be run just on one side, especially from the length of the memo. I asked Miss Foltz if she recalled it and she says she does not. If it is my fault I am sorry it happened as I try to be very careful about this sort of thing, realizing that we are all trying to save expenses a little. I hope it does not happen again.

Miss Rest

May I have the complete bill sent to me

Inf. 13

U. S. DEPARTMENT OF AGRICULTURE

PUBLICATIONS PRESS SERVICE RADIO SERVICE

OFFICE OF INFORMATION

MEMORANDUM

June 9, 1933.

Dear Mr. Smith:

The copies of Memorandum 636 were run on one side as specifically requested on the requisition and as it came direct from Mr. Nelson's office this section did not question it. The requisition was made out in typewriting and then with ink the request for one side printing was written on.

Sincerely yours,

C. E. Bracey

Assistant in Charge,
A, D & M Section.

F.P.S.

Mr. Haley:

Please detach what should stay in the file room and send the original together with all original papers to Mrs. McKinley; I don't know whether you want the original with the initials of Dr.S. and Mr.Jump to go there or not; you can send up what you don't need to keep.

Miss Rest

ESTABLISHED BY THE PRESIDENT
FOR THE COORDINATION OF
GOVERNMENT BUSINESS

SUPERVISED BY THE DIRECTOR
OF THE
BUREAU OF THE BUDGET

FEDERAL COORDINATING SERVICE

OFFICE OF CHIEF COORDINATOR

WASHINGTON

ADDRESS REPLY TO THE
CHIEF COORDINATOR
ROOM 5026 INTERIOR BUILDING

February 4, 1933

To: The Honorable,
The Secretary of Agriculture,
Washington, D. C.

Subject: Departmental statistical coordinating committees.

The Federal Statistics Board has suggested the desirability of each Government department that has considerable statistical activity, setting up an intradepartmental statistical coordinating committee in order to promote and facilitate collaboration among divisions doing statistical work, and also for the consideration of statistical matters in general.

As a matter of uniform procedure, it would appear that the committee should be composed of representatives from the several statistical services within the department. Conclusions or findings arrived at should be reported to the administrative head of the department.

The objects of the committee would be - (1) to coordinate the statistical services so as to eliminate duplications within the department; and, (2) to develop cooperation in increasing the efficiency of the statistical services. The committee should further examine and appraise the value of proposed new statistical activities and review from time to time the existing situation for the purpose of suggesting improvements in methods of collecting, analyzing and publishing statistics. Efforts should be made to curtail or eliminate activities that are not of great value or are of less value than others which might be developed with available funds and personnel.

The departmental committee could be of service to the Federal Statistics Board by providing information and suggestions through the department's representatives on the board. Presumably members of the board representing the department would also be members ex officio of the coordinating committee.

It will be appreciated if the Chief Coordinator may be informed as to the reaction to the suggestion contained herein, in order that the Statistics Board may be informed accordingly.

T T Craven
Chief Coordinator

RECEIVED
TIME
FEB 6 - 1933
Office of the Secretary

BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

February 21, 1933.

MEMORANDUM

To: Mr. Jump,

Dear Mr. Jump:

I believe that a departmental statistical coordinating committee in the Department of Agriculture could do some effective work, and I concur with you that it should be made up of the two representatives of the Department on the Federal Statistics Board and representatives from the principal Bureaus having statistical work. Since the number is not large, it might be well to have representatives from all Bureaus doing the type of statistical work coming under the perview of the Federal Statistics Board. To the list which you give in your memorandum should be added the Weather Bureau (principal Bureau), Chemistry and Soils and Plant Quarantine. From it should be taken Plant Industry, which does not publish any statistics of the type mentioned.

The data collected through me in the survey of statistical activities of the Department indicate that the principal Bureaus are as follows:

Agricultural Economics,
Forest Service
Public Roads,
Animal Industry,
Weather Bureau.

The Bureaus carrying on minor statistical activities are:

Biological Survey,
Chemistry and Soils,
Dairy Industry,
Plant Quarantine.

With Dr. Stine and myself representing Agricultural Economics, and a representative from each of the other major Bureaus, a committee of six would be created which I believe is ample for a working committee. I think a representative of the minor Bureaus should be considered a member of the Committee when statistics relating to that Bureau are under discussion.

With respect to the Chairmanship of the Committee, I would of course be willing to serve, although Dr. Stine, also a member of the Federal Statistics Board, is also available. I have discussed the

matter with him and he makes the point that something might be gained by having the chairmanship lodged in some Bureau other than Agricultural Economics, and perhaps it might be as well to permit the members of the committee to select their own chairman.

In defining the functions of this committee, I believe it would be well to emphasize its advisory nature. With coordinating directorships (particularly in this instance, the Director of Scientific Work and the Director of Personnel and Business Administration), already established in the Department, the proposed statistical committee will, of course, function only as an advisory committee. The findings of the committee will be reported to the office of the Secretary and we assume, of course, that the Bureaus, Divisions, and other administrative agencies will be informed of the conclusions or findings of the committee as they may be interested in or affected by the reports of the committee. Administrative action will, of course, be taken only through the regular channels of administration.

I suggest that in his final reply to the Chief Coordinator, the Secretary mention the existing coordinating agencies in the Department and the relation of the statistical coordinating committee to these agencies. With that in mind, I suggest that the last sentence of the letter which you prepared be changed to read "For the present the Department of Agriculture should be recorded as favorable to the purpose of the proposal." It may be that you will also wish to amplify the second page of your proposed letter to Bureau Chiefs to convey the idea of the advisory nature of this committee.

Very truly yours,

Joseph A Becker

Joseph A. Becker,
Principal Agricultural Statistician,
Division of Crop and Livestock Estimates.

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

5/11/33

Mr. Robbins:

The attached memorandum by Mr. Olsen to Dr. Stockberger pertains to the matter you and I discussed over the telephone this morning.

Eric Englund,
Assistant Chief of Bureau.

Mr. L. O. Robbins,
Admin. Asst.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

May 11, 1933.

MEMORANDUM FOR DR. W. W. STOCKBERGER,
Director of Personnel and Business Administration.

Dear Dr. Stockberger:

Referring to your memorandum of March 24, concerning which there have been some informal conferences between members of your office and our people, I designate Dr. O. C. Stine to represent this Bureau on the proposed intra-departmental committee for the coordination of statistical work.

Sincerely yours,

Nils A. Olsen

Chief of Bureau.

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

C-1.093

April 12, 1933.

DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION:

In accordance with your request of March 29 that this Bureau designate an employee to act as a member of a statistical coordinating committee for the Department, I have designated Mr. Albert E. Harris of the Meat Inspection Division. Mr. Harris has been instructed to get in touch with Mr. Joseph A. Becker of the Bureau of Agricultural Economics, as suggested in the last paragraph of your memorandum.

J. R. Mohler

Chief of Bureau.

4/13

BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

April 12, 1933.

Mrs Jones
Do we have
the other?
in yet?
J

MEMORANDUM

To: Mr. Jump,

Dear Mr. Jump:

It has just occurred to me that Dr. Mohler may not have addressed a separate communication to you on the subject of membership in the intra-departmental statistics committee, and accordingly I am sending you the letter which he wrote to me as it contains a nomination for membership from that Bureau.

Very truly yours,

Joseph A Becker

Joseph A. Becker,
Principal Agricultural Statistician,
Division of Crop and Livestock Estimates.

Enc.

CROP AND LIVE STOCK ESTIMATES

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO
X-1.093

March 29, 1933.

Mr. Joseph A. Becker,

Room 2415, South Building.

Dear Mr. Becker:

Referring to the communication of February 4, from Admiral Craven, the Chief Coordinator, and Doctor Stockberger's memorandum of March 24, in regard to cooperation with the Federal Statistics Board, Mr. Albert E. Harris has been appointed to represent this Bureau.

Very truly yours,

J. R. Mohler,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

WASHINGTON

O
Supervision

April 13, 1933

MEMORANDUM FOR DR. STOCKBERGER

Dear Dr. Stockberger:

Reference is made to your letter of March 24, relative to the setting up of an intra-departmental statistical coordinating committee.

Mr. Henry B. Steer is suggested for the Forest Service representative on this committee.

Very sincerely yours,

Acting Forester.

PA

Mr J—

Betzy can't find any P.C. on this in Haley's file. I remember thinking you a letter re confirmation card which I enjoyed & would refer to Alan. Do you remember writing it to me?

Love
AR

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE No. C-1

April 6, 1933.

Memorandum for Dr. Stockberger, Director,

Personnel and Business Administration.

Dear Doctor Stockberger:

In accordance with the request in your memorandum of March 24, I have designated Captain C. D. Curtiss to represent the Bureau of Public Roads on the statistical coordinating committee that you desire to set up in the Department of Agriculture.

Very truly yours,

Thos. H. MacDonald

Chief of Bureau.

Dr. D.

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU

Office of the Chief — WASHINGTON

April 1, 1933.

Memorandum for Dr. W. W. Stockberger,

Director of Personnel & Business Administration.

Dear Dr. Stockberger:

In compliance with the request contained in your memorandum of March 24, 1933, for the designation of a Weather Bureau representative to serve as a member of the proposed Departmental Statistical Coordinating Committee, I would say that Mr. J. B. Kincer, Chief of our Division of Climate and Crop Weather, is so designated.

Respectfully,

C. F. Marvin

C. F. Marvin,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

March 24, 1933.

MEMORANDUM FOR

The Secretary is in receipt of the following communication, dated February 4, 1933, from Admiral Craven, the Chief Coordinator:

> The Federal Statistics Board has suggested the desirability of each Government department that has considerable statistical activity, setting up an intra-departmental statistical coordinating committee in order to promote and facilitate collaboration among divisions doing statistical work, and also for the consideration of statistical matters in general.
>
> As a matter of uniform procedure, it would appear that the committee should be composed of representatives from the several statistical services within the department. Conclusions or findings arrived at should be reported to the administrative head of the department.
>
> The objects of the committee would be - (1) to coordinate the statistical services so as to eliminate duplications within the department; and, (2) to develop cooperation in increasing the efficiency of the statistical services. The committee should further examine and appraise the value of proposed new statistical activities and review from time to time the existing situation for the purpose of suggesting improvements in methods of collecting, analyzing, and publishing statistics. Efforts should be made to curtail or eliminate activities that are not of great value or are of less value than others which might be developed with available funds and personnel.
>
> The departmental committee could be of service to the Federal Statistics Board by providing information and suggestions through the Department's representatives on the board. Presumably members of the board representing the Department would also be members ex officio of the coordinating committee.
>
> It will be appreciated if the Chief Coordinator may be informed as to the reaction to the suggestion contained herein, in order that the Statistics Board may be informed accordingly.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

The Department has advised the Chief Coordinator that it is favorable to the purpose of this proposal. In order to have a group of workable size, it seems desirable to set up in the Department a statistical coordinating committee with membership from the Bureaus carrying on a considerable amount of statistical work. According to a recent survey of the statistical activities of the Department, these Bureaus are:

Agricultural Economics
Forest Service
Public Roads
Animal Industry
Weather Bureau.

In order that your Bureau may function on this committee, will you please suggest a representative to serve as a member?

Our proposal will be that this group function as an advisory committee, its recommendations and findings to be submitted to the Secretary, and that all administrative action be taken through the regular channels of departmental and bureau administration.

The representatives of the Department on the Federal Statistics Board are Mr. Joseph A. Becker and Dr. C. C. Stine of the Bureau of Agricultural Economics. For further information about this matter, it is suggested that the bureaus confer with Mr. Becker, Room [illegible], South Building, phone Branch 2122.

W. A. STOCKBERGER
Director.

FILED
OCT 14 1936
Please return to
the Secretary's File Room

MAY 29 1933

MEMORANDUM NO. 636

Ordered
5/29/33

Statistical coordinating committee of the Department of Agriculture

There is hereby established in the Department, a Statistical Coordinating Committee.

The establishment of the Statistical Coordinating Committee of the Department is pursuant to a suggestion and recommendation by the Chief Coordinator in a communication to this Department of February 4, 1933.

The purposes of the Committee will be (1) to coordinate the statistical work of the Department and eliminate duplication; (2) to develop cooperation between and increase the efficiency of the statistical services.

The Committee will examine and appraise the value of proposed new statistical activities, and will be expected from time to time to review existing methods of collecting, analyzing, and publishing statistics. It will undertake also estimates of the relative value of present statistical activities and should be prepared to recommend curtailments or extensions of such activities as may be indicated within the limits of available funds.

The Committee will provide a channel for the transmission of information and suggestions in the field of statistical activity from the bureaus to the Department's representatives on the Federal Statistics Board. While its functions will be intra-departmental, it will, when occasion requires, serve as a medium of dissemination within the Department of statistical practices and ideas accepted and recommended by the Federal Statistics Board.

Recommendations affecting the work of any particular bureau will be submitted to the chief of the bureau. Recommendations of substantial modification of existing statistical practice or adoption of new procedures of departmental scope will be presented to the Secretary.

The several bureaus and offices will submit to the Committee proposals for contemplated changes in statistical activities, including proposed new statistical activities.

The members of the Committee will be appointed by the Secretary from the several Bureaus having important statistical projects. The Department representatives on the Federal Statistics Board shall be ex-officio members of the Committee. The term of service shall be indefinite. Changes and replacements will be made by the Secretary.

The initial membership shall be as follows:

Dr. O. C. Stine (ex-officio), Chairman - Bureau of Agricultural Economics.

Joseph A. Becker (ex-officio),- Bureau of Agricultural Economics.

Henry B. Steer, - Forest Service.

C. D. Curtiss,-Bureau of Public Roads.

Albert E. Harris, - Bureau of Animal Industry.

J. B. Kincer, - Weather Bureau.

Meetings will be upon call by the chairman.

~~Sincerely yours,~~

H. A. Wallace

Secretary.

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

May 20, 1933.

Memorandum for Mr. Jump.

Dear Mr. Jump:

The suggestions contained in Mr. Becker's memorandum have been incorporated in the new draft of memorandum. Both Englund and I have gone over this memorandum and approve of it in its revised form.

Sincerely yours,

Nils A. Olsen
Chief of Bureau.

Enclosure.

Enclosure.

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

May 17, 1933.

MEMORANDUM

To: Mr. Jump,

Dear Mr. Jump:

My suggested changes in this memorandum are embodied in the attached revised copy. The changes suggested by me are as follows:

1. Re-arrangement of the paragraphs.

2. A change in paragraph 4 of your draft, eliminating the phraseology, "the initial point for the collection", which phraseology might be subject to misinterpretation.

3. The addition of paragraph 7 which places upon the bureaus the responsibility for submitting their program to the Committee and which I feel to be highly desirable to a smooth functioning of such a Committee.

4. The paragraph on membership has been generalized sufficiently to make it unnecessary to promulgate an amendment to the memorandum each and every time a change in membership occurs.

Very truly yours,

Joseph A Becker

Joseph A. Becker,
Principal Agricultural Statistician,
Division of Crop and Livestock Estimates.

Enc.

5/13/33

Mr Becker Bal

Will you & Dr Stine review this carefully as members for the Dept on the Board & revise freely if desired. Also please consult with Mr Olsen and see if he has any changes to make. Would like to issue in the near future.

WA

Pls return file

DEPARTMENT OF AGRICULTURE

WASHINGTON

MEMORANDUM NO. _____

Statistical coordinating committee of the Department of Agriculture.

There is hereby established in the Department ~~of Agriculture~~ a ~~body to be designated as the~~ Statistical Coordinating Committee ~~of the Department of Agriculture~~. The membership will be:

Dr. O. C. Stine, Chairman - Bureau of Agricultural Economics.
Joseph A. Becker, Bureau of Agricultural Economics.
Henry B. Steer, Forest Service.
Captain C. D. Curtiss, Bureau of Public Roads.
Albert E. Harris, Bureau of Animal Industry.
J. B. Kincer, Weather Bureau.

Messrs. Stine and Becker are ex-officio members of the Committee through their capacity as representatives of the Department on the Federal Statistics Board.

The term of service will be indefinite. Changes and replacements will be announced by the Secretary.

The purposes of the Committee will be (1) to coordinate the statistical work of the Department and eliminate duplication; (2) to develop cooperation between and increase the efficiency of the statistical services. The Committee will constitute the initial point for the collection, examination, and appraisal of proposed new statistical activities. It will be expected from time to time to review existing methods of collecting, analyzing, and publishing statistics.

It will undertake also estimates of the relative value of present statistical activities and should be prepared to recommend curtailments or extensions of such activities, within the limits of available funds. (as may be indicated

The Committee will provide a channel for the transmission of information and suggestions in the field of statistical activity from the bureaus to the Department's representatives on the Federal Statistics Board. While its functions will be intra-departmental,

it will, when occasion requires, serve as a medium of dissemination within the Department of statistical practices and ideas accepted and recommended by the Federal Statistics Board.

Meetings will be upon call by the chairman.

Recommendations affecting the work of any particular bureau will be submitted to the chief of the bureau. Recommendations of substantial modification of existing statistical practice or adoption of new procedures of departmental scope will be presented to the Secretary.

The establishment of the Statistical Coordinating Committee of the Department is pursuant to a suggestion and recommendation by the Chief Coordinator in a communication to this Department of February 4, 1933.

Secretary.

4/8

Mr Robbins

The p.c. is attached. We ought to have heard by now from the others –

BaE
75
BPR ✓
BaD
WBr ✓

When all in the next step is a decision memo setting up the committee, indicating the personnel & outlining its functions. It seems odd no other replies have been received. Do you suppose they are being held some place? WWR

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

March 21, 1933.

MEMORANDUM FOR MR. W. A. JUMP
Office of the Secretary.

Dear Mr. Jump:

Attached is suggested revision to include in Dr. Stockberger's memorandum which covers the thoughts we have here on this particular item.

Sincerely yours,

Nils A Olsen
Chief of Bureau.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION

WASHINGTON

3/23

Memorandum for ~~February 9~~, 1933.

~~CHIEFS OF BUREAUS AND OFFICES:~~

The Secretary is in receipt of the following communication, dated February 4, 1933, from Admiral Craven, the Chief Coordinator:

> The Federal Statistics Board has suggested the desirability of each Government department that has considerable statistical activity, setting up an intra-departmental statistical coordinating committee in order to promote and facilitate collaboration among divisions doing statistical work, and also for the consideration of statistical matters in general.
>
> As a matter of uniform procedure, it would appear that the committee should be composed of representatives from the several statistical services within the department. Conclusions or findings arrived at should be reported to the administrative head of the department.
>
> The objects of the committee would be - (1) to coordinate the statistical services so as to eliminate duplications within the department; and, (2) to develop cooperation in increasing the efficiency of the statistical services. The committee should further examine and appraise the value of proposed new statistical activities and review from time to time the existing situation for the purpose of suggesting improvements in methods of collecting, analyzing, and publishing statistics. Efforts should be made to curtail or eliminate activities that are not of great value or are of less value than others which might be developed with available funds and personnel.
>
> The departmental committee could be of service to the Federal Statistics Board by providing information and suggestions through the department's representatives on the board. Presumably members of the board representing the department would also be members ex officio of the coordinating committee.
>
> It will be appreciated if the Chief Coordinator may be informed as to the reaction to the suggestion contained herein, in order that the Statistics Board may be informed accordingly.

February 9, 1933.

CHIEFS OF BUREAUS AND OFFICES:

The Secretary is in receipt of the following communication, dated February 4, 1933, from Admiral Craven, the Chief Coordinator:

The Federal Statistics Board has suggested the desirability of each Government department that has considerable statistical activity, setting up an interdepartmental statistical coordinating committee in order to promote and facilitate collaboration among divisions doing statistical work, and also for the consideration of statistical matters in general.

As a matter of uniform procedure, it would appear that the committee should be composed of representatives from the several statistical services within the department. Conclusions or findings arrived at should be reported to the administrative head of the department.

The objects of the committee would be - (1) to coordinate the statistical services so as to eliminate duplications within the department; and, (2) to develop cooperation in increasing the efficiency of the statistical services. The committee should further examine and appraise the value of proposed new statistical activities and review from time to time the existing situation for the purpose of suggesting improvements in methods of collecting, analyzing, and publishing statistics. Efforts should be made to curtail or eliminate activities that are not of great value or are of less value than others which might be developed with available funds and personnel.

The departmental committee could be of service to the Federal Statistics Board by providing information and suggestions through the department's representatives on the board. Presumably members of the board representing the department would also be members ex officio of the coordinating committee.

It will be appreciated if the Chief Coordinator may be informed as to the reaction to the suggestion contained herein, in order that the Statistics Board may be informed accordingly.

~~Suggested page two for the memorandum to Chiefs of Bureaus~~ and Offices:

The Dept has advised the Chief Coord that it is favorable to the purpose of this proposal, & that a ~~suitable~~ group of suitable size

It seems desirable to set up in the Department ~~of Agriculture~~ a statistical coordinating committee with membership from the Bureaus carrying on a considerable amount of statistical work. According to a recent survey of the statistical activities of the Department, these Bureaus are:

Agricultural Economics,
Forest Service,
Public Roads,
Animal Industry ~~and~~
Weather Bureau.

In order that your bureau may function on this committee will you please suggest a representative to serve as a member?

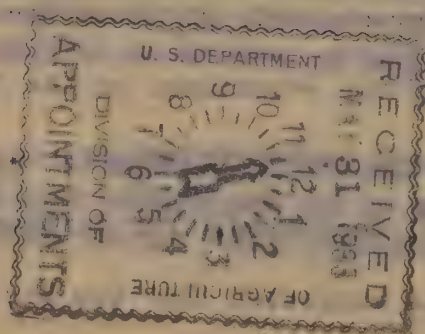
~~May I ask that the Chiefs of each of these Bureaus let this office have their recommendation and comment concerning the matter referred to and if favorable, please nominate a representative to serve on the departmental statistical coordinating committee.~~

Our proposal will be that this group

~~The proposed statistical committee will, of course,~~ function ~~only~~ as an advisory committee, its recommendations and ~~The findings of the committee will be reported~~ to be submitted to the ~~office of the~~ Secretary and ~~we assume, of course, that the Bureaus, Divisions and other administrative agencies will be informed of the conclusions and findings of the committee as they may be interested in or affected by the reports of the committee.~~ that all Administrative action ~~will, of course,~~ be taken ~~only~~ through the regular channels of Departmental and Bureau administration.

The representatives of the Department on the Federal Statistics Board are Mr. Joseph A. Becker and Dr. O. C. Stine of the Bureau of Agricultural Economics. For further information about this matter, it is suggested that the Bureaus confer with Mr. Becker, room 2415, South Building, phone Branch 2122.

Director.


RECEIVED
MAY 31 1961
U. S. DEPARTMENT
OF AGRICULTURE
DIVISION OF
APPOINTMENTS

3/8/33

Mr Becker

The letter to Adm Craven has gone, revised as you suggested.

The next step is a letter to the bureaus. I wonder if you would revise the draft attached? It was to cover exactly what you & Dr Stone want & indicate to which bureaus it be sent, etc.

WAJ

OCT 19 1936
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

Dated Aug 31/33
63

AUG 29 1933

MEMORANDUM NO. 637

Preparation of Drafts of Executive Orders and Proclamations

No. 6247

There follows the text of Executive Order/dated August 10, 1933. Bureaus and offices of the Department are requested to observe these regulations both as to the preparation of texts and as to the initial transmission of the drafted orders.

PREPARATION, FORM, STYLE, AND SAFEGUARDING OF EXECUTIVE ORDERS AND PROCLAMATIONS

In order to avoid misunderstanding and confusion, to secure greater uniformity in the form and style, and for the better safeguarding of the texts of Executive orders and proclamations, Executive Order No. 5658, dated June 24, 1931, is hereby rescinded and superseded by the following regulations.

1. The draft Executive orders and proclamations shall be prepared as follows:

(a) Punctuation, capitalization, orthography, and other matters of style shall conform to the most recent edition of the "Style Manual of the Government Printing Office".

(b) The spelling of geographic names shall conform to the most recent decisions of the United States Geographic Board (see Executive Orders No. 27-A of September 4, 1890, and No. 399 of January 23, 1906).

(c) Descriptions of tracts of lands shall conform, so far as practicable, with the most recent edition of the "Specifications for Descriptions of Tracts of Land for Use in Executive Orders and Proclamations"

prepared by the Board of Surveys and Maps of the Federal Government.

(d) A suitable title shall be provided.

(e) The typewritten drafts shall be double-spaced, on paper 8 by 12 1/2 inches, and shall have a left hand margin of 2 inches.

2. The draft of an Executive order or proclamation shall first be submitted to the Director of the Bureau of the Budget.

3. If the Director of the Bureau of the Budget approves it, the draft shall be transmitted to the Attorney General for his consideration.

4. If the draft Executive order or proclamation is approved by the Attorney General it shall be forwarded to the Department of State which shall review it and, if it conforms with the above specifications, the original and one additional copy shall be transmitted to the President.

5. The Department of State shall have custody of the signed originals of all Executive orders and proclamations and shall supervise their publication and distribution.

H A Wallace

Secretary.

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON, D. C.

DEPARTMENT OF STATE
WASHINGTON

In reply refer to
Le

August 11, 1933

Dr. Woodbury

The Honorable

The Secretary of Agriculture.

Sir:

I enclose herewith for your information and guidance a photostatic copy of an Executive Order entitled PREPARATION, FORM, STYLE, AND SAFEGUARDING OF EXECUTIVE ORDERS AND PROCLAMATIONS signed by the President on August 10, 1933.

I shall be glad if you will bring this Executive Order to the attention of any organization under your supervision having to do with the preparation of Executive Orders or Proclamations.

Very truly yours,

Cordell Hull

Enclosure:
Executive Order,
August 10, 1933.

RECEIVED
TIME
AUG 12 1933
Office of the Secretary

EXECUTIVE ORDER

PREPARATION, FORM, STYLE, AND SAFEGUARDING OF EXECUTIVE ORDERS AND PROCLAMATIONS

In order to avoid misunderstanding and confusion, to secure greater uniformity in the form and style, and for the better safeguarding of the texts of Executive orders and proclamations, Executive Order No. 5658, dated June 24, 1931, is hereby rescinded and superseded by the following regulations.

1. The draft Executive orders and proclamations shall be prepared as follows:

(a) Punctuation, capitalization, orthography, and other matters of style shall conform to the most recent edition of the "Style Manual of the Government Printing Office".

(b) The spelling of geographic names shall conform to the most recent decisions of the United States Geographic Board (see Executive Orders No. 27-A of September 4, 1890, and No. 399 of January 23, 1906).

(c) Descriptions of tracts of lands shall conform, so far as practicable, with the most recent edition of the "Specifications for Descriptions of Tracts of Land for Use in Executive Orders and Proclamations" prepared by the Board of Surveys and Maps of the Federal Government.

(d) A suitable title shall be provided.

(e) The typewritten drafts shall be double-spaced, on paper 8 by 12 1/2 inches, and shall have a left-hand margin of 2 inches.

2. The draft of an Executive order or proclamation shall first be submitted to the Director of the Bureau of the Budget.

3. If the Director of the Bureau of the Budget approves it, the draft shall be transmitted to the Attorney General for his consideration.

4. If the draft Executive order or proclamation is approved by the Attorney General it shall be forwarded to the Department of State which shall review it and, if it conforms with the above specifications, the original and one additional copy shall be transmitted to the President.

5. The Department of State shall have custody of the signed originals of all Executive orders and proclamations and shall supervise their publication and distribution.

Franklin D. Roosevelt

THE WHITE HOUSE,

August 10, 1933.

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

FILED

SEP 28 1933

MEMORANDUM NO. 638

Central Statistical Board

By Executive Order of July 27, 1933, No. 6225, the President has established a Central Statistical Board consisting of one representative each, designated by the Secretaries of Interior, Agriculture, Commerce, and Labor, and one each designated by the Governor of the Federal Reserve Board, the National Industrial Recovery Administration, and the Committee on Government Statistics and Information Services.

The Central Statistical Board is "to formulate standards for and to effect coordination of the statistical services of the Federal Government incident to the purposes of the National Industrial Recovery Act." The board is empowered by the President "to appraise and advise upon all schedules of all Government agencies engaged in the primary collection of statistics required in carrying out the purposes of the National Industrial Recovery Act, to review plans for tabulation and classification of such statistics, and to promote the coordination and improvement of the statistical services involved."

Doctor Mordecai Ezekiel, of the Office of the Secretary, has been named as the Department's representative on the Board, and Mr. Louis H. Bean, of the Agricultural Adjustment Administration, has been named as alternate.

All branches of the Department are requested to cooperate in connection with the work of the Central Statistical Board.

H A Wallace

Secretary.

RECEIVED
OCT 2 1933
U. S. DEPARTMENT
OF AGRICULTURE
DIVISION OF
APPOINTMENTS

8/17

Dr Ezekiel

We try & keep the record straight & Dept personnel officials advised in this way. So far nothing but a press release, so far as I know.

Do you want something like this issued & if so is this draft OK? If not pls change freely Jim

OF AGRICULTURE

INFORMATION FOR THE PRESS

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF INFORMATION
PRESS SERVICE

WASHINGTON, D. C.

Release--Immediate

August 4, 1933

EZEKIEL AND BEAN APPOINTED CENTRAL STATISTICAL BOARD

In compliance with an executive order, signed by President Roosevelt July 27, establishing a Central Statistical Board, Acting Secretary of Agriculture Tugwell has designated Dr. Mordecai Ezekiel, economic adviser to the Secretary of Agriculture, as the Department's representative on the board. Louis H. Bean, economic adviser to the Agricultural Adjustment Administration, was named alternate.

The Central Statistical Board is "to formulate standards for and to effect coordination of the statistical services of the Federal Government incident to the purposes of the National Industrial Recovery Act." The board will consist of representatives of the Departments of Interior, Agriculture, Commerce, and Labor, the Federal Reserve Board, the National Industrial Recovery Administration, a member designated by the Commission on Government Statistics and Information Services, and such other members as the President may designate or the board may invite for full or limited membership.

The board has power "to appraise and advise upon all schedules of all Government agencies engaged in the primary collection of statistics required in carrying out the purposes of the National Industrial Recovery Act, to review plans for tabulation and classification of such statistics, and to promote the coordination and improvement of the statistical services involved."

RECEIVED
2 1938
U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF
APPOINTMENTS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 24, 1933.

Memorandum for Mr. Jump

- - -

Dear Mr. Jump:

The letter of August 4 signed by Acting Secretary Tugwell designated me as representative of this Department on the Central Statistical Board. If you feel a formal notice to the various Bureaus is necessary in addition to this letter, the letter which you have prepared is quite satisfactory.

Sincerely yours,

Mordecai Ezekiel

Mordecai Ezekiel,
Economic Adviser,
Office of the Secretary.

Enclosure.

RECEIVED
OCT 2 1933
U. S. DEPARTMENT
OF AGRICULTURE
DIVISION OF
APPOINTMENTS

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

Ordered Dup #99 10-2-33 (e)

SEP 27 1933

MEMORANDUM NO. 639

~~CHIEFS OF BUREAUS AND OFFICES~~: Interdepartmental relations.

Under date of September 13 the Department was advised as follows by the Executive Secretary of the Executive Council:

> "As a result of a discussion at the meeting of the Executive Council on September 12, the President ordered that:
>
> > The inter-relation of Departments and Agencies must be conducted through the heads of Departments and Agencies."

All members of the Department will be guided accordingly. In order to provide for orderly procedure the following will be observed where transactions of other than routine operation, reporting, furnishing of factual information, or minor determinations not involving a question of policy are involved:

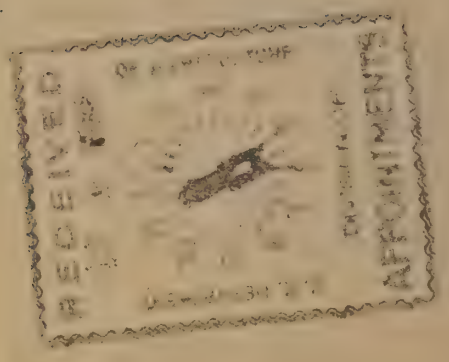
1. Correspondence between the Department and other Government agencies will, as is now the rule, be addressed to the head of the agency concerned and will be prepared for the signature of the Secretary, as provided by paragraph 568(4) of the administrative regulations of the Department unless it falls in the category of non-policy correspondence which may be prepared for signature otherwise, as stipulated in this regulation.

2. Where necessary to supplement such correspondence by personal conference, the letter should refer to that fact, including where possible the name of the principal conferee or conferees for this Department.

3. Where for emergency reasons, it is necessary to make a provisional determination on a matter involving inter-relations of this Department and other Government agencies more promptly than can be accomplished by means of the foregoing such determination should immediately be confirmed by correspondence prepared as above indicated. In this case reference will be made to the conference or conversation involved including the names of the principal officers participating for this and the other agency.

H A Wallace

Secretary.


RECEIVED
APPOINTMENTS

THE EXECUTIVE COUNCIL

OFFICE OF THE
EXECUTIVE SECRETARY
TREASURY DEPARTMENT

WASHINGTON

September
13,
1933.

Dr. Stubbs

To: The Secretary of Agriculture.

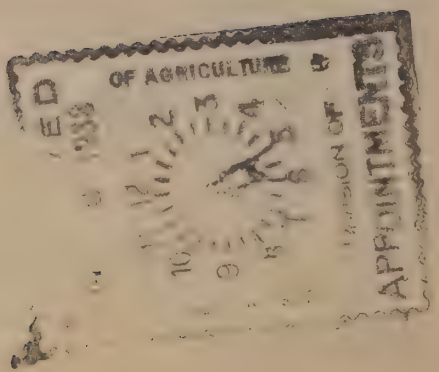
From: The Executive Secretary of
The Executive Council.

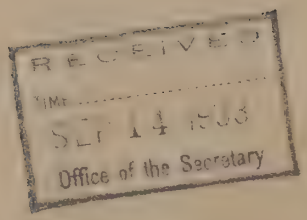
As a result of a discussion at the meeting of the Executive Council on September 12, the President ordered that:

> The inter-relation of Departments and Agencies must be conducted through the heads of Departments and Agencies.

Frank C. Walker,
EXECUTIVE SECRETARY.

FCW:DMC


OF AGRICULTURE
APPOINTMENTS


RECEIVED
SEP 14 1933
Office of the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

Called up 10/25/33 #640

FILED

OCT 25 1933

MEMORANDUM NO. 640

Central Statistical Board

Supplementing announcement of the naming of Dr. Mordecai Ezekiel of the Office of the Secretary as the Department's representative on the Central Statistical Board with Mr. Louis H. Bean of the Agricultural Adjustment Administration as alternate, Memorandum No. 638, September 28, 1933, notification has been received from the Board that Dr. O. C. Stine, Chief of the Division of Statistical and Historical Research, Bureau of Agricultural Economics, is one of five additional members selected by the Board in accordance with the organization plan. This action completes the personnel of the Board.

Although created primarily for the collection of statistics required in carrying out the purposes of the National Recovery Act, the Central Statistical Board may be regarded as the successor of the Federal Statistical Board, which has been dissolved. The new organization inherits the general coordinating functions of its predecessor.

The Board will not engage in the collection, compilation, and analysis of data through its direct membership. A small staff headed by the Board's Executive Secretary, Mr. Morris A. Copeland, with quarters in Room 7028 of the Commerce Building, will, however, conduct investigations as a basis of the Board's recommendations.

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D.C.

October 12, 1933

MEMORANDUM FOR MR. W. A. JUMP,
Budget Officer

Dear Mr. Jump:

A fuller statement as to the function of the Board is contained in a release by the Central Statistical Board, a copy of which I am sending you.

Inasmuch as a general release has been issued by the Central Statistical Board and this general release is to be reproduced in the Bureau News, perhaps another release is not essential.

Mr. Gapen has called me about this and perhaps he has been in touch with you, but I have not given to him a statement such as I am now making to you.

Very truly yours,

O. C. Stine
In Charge
Division of Statistical
and Historical Research

Enclosure

Released For Use Not Earlier Than September 24, 1933.

CENTRAL STATISTICAL BOARD

Department of Commerce Building

PERSONNEL OF CENTRAL STATISTICAL BOARD COMPLETED

With the recent selection of five additional members, the personnel of the Central Statistical Board, established by Executive Order of July 27, has been completed, according to Morris A. Copeland, the Board's Executive Secretary.

The five new members, each of whom was selected by the Board, are:

E. Dana Durand, Chief Economist, Tariff Commission
Corrington Gill, Director of Research and Statistics, Federal Emergency Relief Administration
Stuart A. Rice, Assistant Director, Bureau of the Census
O. M. W. Sprague, Financial Executive Assistant to the Secretary of the Treasury
(W. R. Stark, Chief of Section of Financial and Economic Research of the Treasury Department, alternate)
O. C. Stine, Chief of Division of Statistical and Historical Research, Bureau of Agricultural Economics

Winfield W. Riefler, who has been named Chairman of the Board, was designated as a member by Executive Order of August 3.

The following members were designated by the officials indicated, in accordance with the provisions of the Executive Order:

By Secretary of the Interior:
Oscar E. Kiessling, pro tem, Chief Economist of the Mineral Statistics Division, Bureau of Mines

By Secretary of Agriculture:
Mordecai Ezekiel, Economic Adviser to the Secretary of Agriculture
(Louis H. Bean, Economic Adviser to the Agricultural Adjustment Administration, alternate)

By Secretary of Commerce:
John Dickinson, Assistant Secretary of Commerce
(William L. Austin, Director of the Bureau of the Census, alternate)

By Secretary of Labor:
Isador Lubin, Commissioner of Labor Statistics

By The Governor of the Federal Reserve Board:
E. A. Goldenweiser, Director of Research and Statistics, Federal Reserve Board

By National Industrial Recovery Administrator:
Alexander Sachs, Chief of Division of Economic Research and Planning, National Recovery Administration.

Meredith B. Givens, Executive Secretary of the Committee on Government Statistics and Information Services, was named from that Committee, in accordance with the Executive Order creating the Board.

The members of the Board receive no compensation from the Board.

The Central Statistical Board, according to the terms of the Executive Order, is empowered to "appraise and advise upon all schedules of all Government agencies engaged in the primary collection of statistics required in carrying out the purposes of the National Industrial Act, to review plans for tabulation and classification of such statistics, and to promote the coordination and improvement of the statistical services involved."

Although the work of the Board, by the terms of its establishment, is limited to statistics bearing on recovery, the Board may be regarded as the successor of the Federal Statistics Board, which has recently been dissolved. The Federal Statistics Board itself was the successor of the Central Statistical Bureau which operated during the War. Like the Federal Statistics Board, the new Central Statistical Board has advisory powers only.

The Board will not engage in the collection, compilation or analysis of data itself. Its total appropriation is $20,000. The Board will have a small staff to make investigations as a basis for the Board's recommendations. The staff is headed by the Board's Executive Secretary, Morris A. Copeland. The office of the Board is at Room 7028 in the Commerce Building.

The Board has been meeting weekly since early in August. Chairman Riefler states that "The Board has a tremendously big job on its hands. We are fortunate in having a splendid group of men working together. We have been letting no grass grow under our feet, and everyone has taken hold with an energy that promises important results."

#

Please
Secretary's File Room

OCT 11 1933

Dr. O. C. Stine,

Bureau of Agricultural Economics.

Dear Doctor Stine:

In a recent note to this office mentioning your election as a member of the Central Statistical Board and suggesting that a notice thereof be circularized, Mr. Ezekiel included the following sentence: "Dr. Stine also has some suggestions on stating more fully the work of the Statistical Board which he will place before you."

If you have in mind any language which you think should appear in the general departmental memorandum notifying of your appointment to the Board, may I ask you to let me have this at your early convenience since we do not wish to postpone the issuance of the memorandum.

Very truly yours,

W. A. Jump

Budget Officer.

or other

OFFICE OF
THE SECRETARY OF AGRICULTURE

Memorandum for Mr. Jump

Dr. Mr. Jump:

Since our earlier discussion, Dr. Stine has been elected as a member of the Central Statistical Board. A further memorandum should be sent out stating that fact to the other members of the Department.

M. E.

Ezekiel.

Dr. Stine also has some suggestions on stating more fully the work of the Stat. Bd. which he will place before you

October 9, 1933.

Memorandum for Mr. Eisenhower.

- - -

Dear Mr. Eisenhower:

The following two matters might be included in press releases by the Department:

Following the formation of the Central Statistical Board additional members were elected by the Board to represent the various Governmental agencies which were particularly concerned with the collection and dissemination of statistical data. Dr. O. C. Stine of the Bureau of Agricultural Economics was selected by the Board to represent that Bureau through its monthly reports on production of crops and livestock, and through its current data on market movements and prices of agricultural commodities. The Bureau maintains a very extensive statistical service for agriculture, and it is largely to represent the problems involved in this service that Dr. Stine will sit as a member of the Board. In addition, the reporting service of the Bureau with respect to prices has become increasingly important through its service as a guide in administering the Agricultural Adjustment Act and in following the effects of the various policies of the several recovery administrations.

At the invitation of the Canadian Institute of International Affairs, Dr. Ezekiel, Economic Adviser to the Secretary of Agriculture, will speak before the branches of the Institute at Montreal, Ottawa, and Toronto. He will leave the middle of this week and will spend the last half of the week in Canada. Dr. Ezekiel will give special attention to the problem of the international wheat situation, and to the interest which Canadian farmers and farmers in the United States have in carrying out that agreement. While in Canada, Dr. Ezekiel may also address the Canadian Clubs or other luncheon clubs in the cities he is visiting.

Sincerely yours,

Ezekiel.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

October 12, 1933.

MEMORANDUM FOR MR. W. A. JUMP
Office of the Secretary.

Dear Mr. Jump:

In keeping with your suggestion I am sending you, herewith, the file covering the designation of Dr. O. C. Stine of this Bureau as a member of the Central Statistical Board. A press release issued by the Central Statistical Board dated September 24, 1933, and including the same information, is also attached.

I shall appreciate it if you will return the enclosed documents when they have served your purpose.

Sincerely yours,

Nils A. Olsen
Chief of Bureau.

Ret. to Mr. Olsen 10/28

Enclosures.

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

Ordered Dup #160 11-3-33

FILED
OCT 16 1936 W
Please return to
the Secretary's File Room

NOV 3 - 1933

MEMORANDUM NO. 641

Amendment to Fiscal Regulations

Paragraph 27 "Contracts and Specifications," subparagraph "Preparation and Execution," of the Fiscal Regulations of the Department is amended to read as follows:

> Preparation and execution.--The solicitor of the department or such of his field assistants as he may designate for the purpose shall prepare all formal contracts. The Secretary will sign all formal contracts. But leases of an annual value of $500 or less may be executed by chiefs of bureaus or such supervisory field officers of their bureaus as the chief may designate for that purpose; and such supervisory field officers may prepare the leases which they are to execute. A copy of each lease should be sent for file to the real estate officer of the department.

The last two sentences are added to the former paragraph, which is otherwise unchanged. The amendment grows out of the discontinuance by direction of the Comptroller General, A-50096, A-50882, of the so-called memorandum leases; see P.B.A. Circular No. 242 of October 18, 1933. Formal instruments are now required for a large number of small leases formerly covered by the memorandum form, typified by a $5-a-month garage for perhaps a month or two. The amendment will relieve the Solicitor's Office of the preparation, and the Secretary's Office of the handling and signature, of a large number of these small agreements.

The subparagraph "Filing of Contracts" of Paragraph 27 will apply, of course, to the leases executed in the field.

Hallace

Secretary.

RECEIVED
NOV 4 1933
U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF APPOINTMENTS

Order mimeographed 12-16-33, duplicating requisition #233.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

FILED
★ OCT 16 1936
Please return to the Secretary's File Room

December 15, 1933.

MEMORANDUM NO. 642

FILE
GLADMON

Designation of Administrator, Agricultural Adjustment Administration

Effective December 16, 1933, Chester C. Davis is hereby designated Administrator of the Agricultural Adjustment Administration, vice George N. Peek, resigned.

H A Wallace

Secretary.

APPROVED:
★ DEC 16 1933 ★
By R. G. Tugwell,
Acting Secretary of Agriculture.

RECEIVED
DEC 18 1933
U.S. DEPARTMENT OF AGRICULTURE
DIVISION OF
APPOINTMENTS